



County of Los Angeles
INTERNAL SERVICES DEPARTMENT
INTERDEPARTMENTAL PROMOTIONAL OPPORTUNITY



RESTRICTED TO PERMANENT EMPLOYEES OF THE COUNTY OF LOS ANGELES WHO HAVE SUCCESSFULLY COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND MEET THE QUALIFYING REQUIREMENTS. APPLICANTS MUST INDICATE THEIR DEPARTMENT NAME AND NUMBER ON THE EMPLOYMENT APPLICATION. THE DEPARTMENT NUMBER IS IDENTIFIED ON EMPLOYEE'S PAYROLL WARRANT.

Bulletin No. 2617BR

Posting Date: June 30, 2011

JOB TITLE

STATIONARY ENGINEER HELPER

EXAM NUMBER

W7193K

FILING DATES

July 5, 2011 – July 28, 2011

SALARY

\$3,313.36 – \$4,106.36 **MONTHLY**

**BENEFITS
INFORMATION**

- Cafeteria Benefit Plan
- Defined Contribution Retirement Plan
- Deferred Compensation & Thrift Plan
- 11 Paid Holidays
- Generous Vacation and Sick Leave Benefits
- Flexible Work Schedules

**POSITION
INFORMATION**

Performs semi-skilled work assisting a journey or higher-level stationary engineer in the operation, maintenance, and repair of stationary plant equipment providing heat, ventilation, power, refrigeration, or air conditioning. Positions allocable to this class work under the technical supervision of a journey or higher-level stationary engineer and are characterized by the performance of a variety of semi-skilled and unskilled work either under the direction of stationary engineers or crafts performing major maintenance work on boilers and refrigeration equipment and their auxiliaries, or by the Supervising Stationary Engineer Helper in routinely keeping assigned stations in buildings or the central heating and refrigeration plant clean and orderly. This work includes the more routine, less complex, semi-skill tasks which are not normally considered at the journey-level.

**ESSENTIAL JOB
FUNCTIONS**

- Assists journey level stationary engineers in the operation, maintenance, and repair of high or low-pressure boilers or high temperature hot water boilers, refrigeration equipment, and auxiliary equipment.
- Assists journey level stationary engineers in the operation, cleaning, servicing, and making minor adjustments and repairs to a variety of stationary plant equipment such as water heaters and softeners, pumps, compressors, fans, electric motors, and gasoline or diesel stationary engines.
- Makes routine inspection tours to check operation and condition of equipment such as brine circulating systems, reservoirs, pumps, temperature and pressure controls, and water and steam lines.
- Maintains plant facilities in a clean and orderly condition.
- Performs preventative maintenance of pumps, motors, boilers, gas and steam turbines, cooling towers, refrigeration equipment, and other associated power plant equipment.

PHYSICAL CLASS

Physical Class III – Moderate: Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighting over 25 pounds, and frequent lifting of 10-25 pounds.

**LICENSE(S)
REQUIRED**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**SELECTION
REQUIREMENTS**

One (1) year's experience within the last three (3) years assisting in the operation and maintenance or repair of mechanical or electrical equipment used for providing heat, ventilation, power, refrigeration or air conditioning, or in the repair of electrical, gasoline, or diesel-powered equipment.

SPECIAL REQUIREMENT INFORMATION

In order to receive credit for High School Diploma, degree, or for completion of a certificate program, you **must** include a legible copy of the official diploma, degree, official transcripts, or official letter from the accredited institution which shows the area of specialization; or official certificates with your application.

Verification of Experience: Experience gained in a position performing similar kinds of work which provides the knowledge, skills, and abilities required for the higher level position will be accepted. Experience claimed will be verified and evaluated to determine if the type, level or length of experience is qualifying. Applicants must supply sufficient information for this evaluation to be made. Applicants claiming such experience in County service must present, at time of filing, written proof of this experience in a Verification of Experience Letter approved by their Departmental Human Resources Manager or authorized representative. Credit will only be given for out-of-class experience to meet the selection requirements only.

Withhold Information: APPLICANTS MUST MEET THE SELECTION REQUIREMENTS AT THE TIME OF FILING. NO WITHHOLD IS ALLOWED.

DESIRABLE QUALIFICATIONS

- A U.S. High School Diploma, GED Certification, or higher level of educational degree (i.e., AA, BA, etc).
- A Certificate of program completion in Heating, Refrigeration, and/or Air Conditioning.
- A Certificate of program completion in Steam Plant Operations.
- An Environmental Protection Agency (EPA) approved Universal Technical Certificate in compliance with Federal license requirements as provided in Chapter V, Section 608.
- Demonstrated working knowledge of lifting devices for the moving of materials or equipment.
- Effective oral and written communications skills.
- Excellent customer service and interpersonal skills.

SPECIAL INFORMATION

A thorough background investigation (including fingerprint search and reference verification) will be required of candidates. Candidates who are found to be unsuitable for employment as Stationary Engineer Helper will be removed from the certification list pursuant to Civil Service Rule 6.04.

DISQUALIFYING FACTORS INCLUDE, BUT ARE NOT LIMITED TO:

- Felony convictions
- Certain job-related misdemeanor convictions
- Certain serious traffic convictions or patterns of traffic violations (e.g. 4 or more moving violations within the past 2 years, failure to appear, at-fault accidents and driving under the influence).
- Illegal use of certain controlled substances.
- Poor employment history.

VACANCY INFORMATION

The resulting Eligible List for this examination will be used to fill vacancies in the Energy Management Division, County Office of Sustainability of the Internal Services Department.

EXAMINATION CONTENT

This examination will consist of two parts: **PART I** - A Rating from Record evaluating the scope of training and experience based on application information and desirable qualifications weighted 50%. **PART II** - An Appraisal of Promotability (AP) evaluating Knowledge and Skills in the field, Problem Solving Skills, Oral and Written Communication Skills, Work Habits and Productivity, Customer Service and Interpersonal Skills, weighted 50%. **Candidates must achieve a score of 70% or higher on each weighted part of the examination in order to be placed on the eligible list.**

ELIGIBILITY INFORMATION

The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of six (6) months following the date of promulgation. **PASSING THIS EXAMINATION AND BEING PLACED ON THE ELIGIBLE LIST DO NOT GUARANTEE AN OFFER OF EMPLOYMENT.**

SUPPLEMENTAL INFORMATION

Go to the following link for a copy of the required supplemental questionnaire:
http://file.lacounty.gov/dhr/ehr/cms1_162803.doc

APPLICATION INFORMATION

All applicants for the **Stationary Engineer Helper** examination are required to submit a standard Los Angeles County Employment Application and Supplemental Questionnaire with an original signature and date. **ALTHOUGH A RESUME MAY BE ATTACHED, IT WILL NOT BE ACCEPTED AS A SUBSTITUTE FOR THE LOS ANGELES COUNTY EMPLOYMENT APPLICATION.** County Employment Applications are available in person at the address at the top of this bulletin or may be downloaded from the Internal Services Department Home Page located at <http://isdjobs.co.la.ca.us/joblistings/examApplicationInstructions.cfm?id=w1234a> or the Department of Human Resources website at <http://dhr.lacounty.info/>.

Fill out your application and supplemental questionnaire completely. Provide any relevant education, training,

and experience in the spaces provided so we can evaluate your qualifications for the job.

ALL INFORMATION IS SUBJECT TO VERIFICATION

We may not accept your application at any time during selection process.

File using ONE of the methods below:

FILING ONLINE

We encourage you to apply online by going to the following link and selecting **Apply to Job** so you can track the status of your application and get notified of your progress by email:

<http://dhrcm.dhr.co.la.ca.us/jobs/applicationscreen.htm>

We must receive your application and supplemental questionnaire by 5:00 p.m. Pacific Standard Time, on the last day of filing.

FILING BY U.S. MAIL OR IN PERSON

We must receive your completed application and supplemental questionnaire at the address below by 5:30 p.m., Pacific Standard Time, on the last day of filing. Applications received after the close of filing date will not be accepted.

The acceptance of your standard Los Angeles County Employment Application and Supplemental Questionnaire depends on whether you have clearly shown that you meet all of the Selection Requirements. **Completely and correctly fill out every portion of your LA County Application and Supplemental Questionnaire to receive credit for all relevant experience, education or training according to the Selection Requirements and Desirable Qualifications.** Fully address any desirable qualifications that you meet, if applicable. If additional space is needed to list job experience, attach additional sheets to your application. These sheets must be in the same format as shown on the job application, in the "Work Experience" section include job payroll title, salary, employer information, employment dates, etc.). **INCOMPLETE OR INACCURATE APPLICATIONS, OR THOSE LACKING REQUIRED DOCUMENTATION, MAY BE REJECTED AT ANY STAGE OF THE SELECTION PROCESS.**

If you have questions, please contact the exam coordinator, Martha Sandoval at (323) 881-4655.

Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:

INTERNAL SERVICES DEPARTMENT
Human Resources Division
1100 N. Eastern Avenue, Trailer Annex
Los Angeles, CA 90063
(323) 881-4687

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator at the number below. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number below. The County will attempt to meet reasonable accommodation requests whenever possible.

ADA Coordinator Phone (323) 267-2432
Alternate Teletype Phone (800) 899-4099

Teletype Phone (800) 897-0077
California Relay Services Phone (800) 735-2922

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

DOCUMENTATION REQUIREMENT - RECAP

Documentation required **at the time of filing** for this examination:

- Los Angeles County Employment Application
- Supplemental Questionnaire
- High School Diploma, GED Certificate, or Degree (i.e., AA or BA), if applicable**

**Please read job bulletin for additional information.



**DISABILITY
ACCOMODATIONS**

**AN EQUAL
OPPORTUNITY
EMPLOYER**

**CHILD SUPPORT
COMPLIANCE**